



Engineers and Constructors

ALASKA OPERATIONS

Contract No. DACA85-95D-0018

Project: Annette Island

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DC#AKT-J07-05M314-G01-0020

Confirmation of:	<input checked="" type="checkbox"/> Conference	Date Held: 21 Jul 99	8:00 am (Alaska)
	<input type="checkbox"/> Telecon	Date Issued: 3 Aug 99	
	<input type="checkbox"/> Other:	Recorded By: Lyn Dokoozian	
		Place: Metlakatla, Alaska	
Subject: MOU Work Group Meeting			

Participant	Organization	Phone
Askren, Rachael	Metlakatla Indian Community	907-886-6601
Benson, Jeff	Metlakatla Indian Community	907-886-4200
Beyette, Garth	Federal Aviation Administration	907-271-3355
Commack, Roxanne	Metlakatla Indian Community	907-886-4200
Cook, Rick	Metlakatla Indian Community-Fish & Wildlife	907-886-3474
Deering, Bob	U.S. Coast Guard	907-463-2440
Dokoozian, Lyn	Jacobs Engineering Group Inc.	907-563-3322
Elconin, Andrea	U.S. Army Engineer District-Alaska	907-753-5680
Jean, Lucy	Federal Aviation Administration/JALCO	907-271-5225
Peterson, Eric	U.S. Coast Guard-CEU Juneau	907-463-2408
Renk, Russ	Federal Aviation Administration	907-271-3294
Snell, John	Federal Aviation Administration/TAG/DataFlow	907-271-5299

MEETING MINUTES

Action Required By	Item
	<p>This was the scheduled MOU Work Group meeting. The following agenda items were discussed:</p> <ol style="list-style-type: none">1. Roll Call2. General Information3. Action Items Update4. New Action Items/Issues5. Schedules6. C-3 Plan Revision7. Newsletter Articles8. Teleconference Schedule and next MOU Work Group Meeting

	<p>2.0 General Information</p> <p>2.1 <u>BIA</u></p> <p>No BIA representative was present at this conference.</p> <p>2.2 <u>FAA</u></p> <p>Beyette introduced John Snell, who is developing the web site for the Annette Island project, and solicited information for inclusion on the web site.</p> <p>FAA sent the site preparation contract to MIC.</p> <p>Beyette said the director of FAA's legal department may visit Metlakatla on 22-23 Jul 99. Due to recent litigation, the legal department is becoming more involved in this project.</p> <p>FAA had a discussion with Lt. Miller of the Navy Seabees, with whom FAA has an MOU. FAA is providing equipment and material for work in Ketchikan, and the Seabees are providing labor. FAA may tour Annette Island with Lt. Miller on 22 Jul 99 and discuss possible future work—pulling cables, reworking/removing roads, opening drainage, removing tanks, etc.</p> <p>Beyette said FAA is making progress with SHPO through Georgie Reynolds (USAED). Six structures will involve SHPO. Reynolds said SHPO approved removal of debris, but SHPO is interested in still-intact structures.</p> <p>FAA and USCG signed an MOU as of 13 Jul 99, giving Beyette authority to coordinate with USCG and empowering one representative from each agency. The agreement will be posted on the web site. Beyette and Deering have begun discussing shared resources. Beyette said USCG needs a “driver” for the cleanup so USCG can secure funding and resources.</p> <p>Beyette said a page for contacts is included on the web site and requested updated information from the group.</p> <p>2.3 <u>MIC</u></p> <p>Benson said the asbestos work is completed.</p> <p>The GTE radar removal work will be completed in three to four weeks.</p> <p>South Coast will begin work next week. Benson said he requested potential workers to submit 40-hour HAZMAT certification cards and operator's licenses to him to prove they are qualified to work. He and the TERC office are maintaining a file of available workers. Benson provided a list of potential workers to South Coast.</p> <p>Benson said BIA completed their tank pulls and is waiting for the sample results to assess potential remaining contamination.</p>
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	<p>Beyette asked whether MIC has rented rooms at White Alice. Benson talked with the manager last week and said he is interested. FAA's contractor (CH2M Hill) has contacted MIC regarding housing.</p> <p>Benson said Louisiana Pacific is still working on the golf course site, moving cars to the quarry site.</p> <p>2.4 <u>USAED</u></p> <p>Dokoozian said Jacobs is mobilizing to Annette Island. They will begin work at the quarry and drill test holes to locate the groundwater and test for soil density. Elconin said that minimal effort will be required to push aside debris. Elconin and Dokoozian reviewed the decontamination pad and storage area designs, will decide how to field-fit the designs to the area, and will coordinate with FAA and MIC. The grading will be completed this week, so plans need to be finished by next week. Beyette said the flagging will be performed on 22 Jul 99.</p> <p>USAED received additional funding for the hospital site to remove drums and conduct remedial investigation; however, SHPO clearance has not been received and may not happen this summer. Reynolds will pursue this matter as her health allows, and USAED will try to get someone to assist her. Dokoozian said if they receive SHPO clearance, a waiver from MIC will be pursued to use four-wheelers on the beach to remove drums from the area. USAED will request a waiver.</p> <p>Elconin said she will request that a representative (Regan Sarwas or Frank DeCoffee) from USAED GIS attend an MOU Work Group meeting to discuss using GIS for survey data. Beyette thinks maps, sample data, and sample locations are needed. Many sites have already been surveyed and have reference points and markers. FAA has several GPS units that are accurate to ± 10 feet, which is insufficient for many uses. Dokoozian said Jacobs' surveyor will mark sample locations later in the season. Beyette said survey maps are included on the web site. Benson said maps with survey points are available from the Department of Forestry (Chris Christianson).</p> <p>2.5 <u>USCG</u></p> <p>USCG received \$50,000 in funding and has been preparing a scope of work for the preliminary assessment at the 13 sites in the C-3 Plan. USCG will coordinate with FAA to use CH2M Hill. The contract for this work will be awarded by 31 Jul 99.</p> <p>Because the Marine Safety Division (MSD) will not prepare a formal report, Deering said Lt. Pat Clark, director of MSD at Ketchikan, will attend the next MOU Work Group meeting to present information regarding the pipeline removal project and answer questions. Clark supervised the pipeline removal project.</p>
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MOU Jacobs Jacobs		<p>USCG presented the PCB Transformer Removal Report to the group.</p> <p>Deering said Eric Peterson is a summer intern with USCG, and his principal responsibility is the Annette Island project. Beyette suggested that Peterson be assigned to the marine life tissue sampling work at the dock area, a risk assessment to study transport mechanisms into the food chain. Deering suggested contacting the Department of Fish and Wildlife (DFW) because it conducts biota sampling. Deb Rutus (907-586-7648) is a biologist for DFW at Juneau and has worked with USCG and USAED. Rutus may be able to provide information regarding Annette Island biota.</p> <p>Action:</p> <p>Submit USAED information to Snell for the web site.</p> <p>Draft letter to MIC requesting waiver to permit use of four-wheelers on the beach for drum removal from the hospital site.</p> <p>Obtain maps with survey points from the Department of Forestry.</p>
	<p>3.0 Action Items Update</p> <p>3.1 <u>BIA</u></p> <p>No BIA representative was present at this conference.</p> <p>3.2 <u>FAA</u></p> <p>The group discussed information provided to the MIC information repository. FAA and USAED will meet to determine which documents will be included in the repository and post on the web site. The librarian reported that user fees will be assessed. USAED has an administrative record there with ample space for the environmental work.</p> <p>3.3 <u>MIC</u></p> <p>Benson reported that the Metlakatla Information Repository contains only MIC information, no any FAA or USAED documentation. The group will have to provide all documentation.</p> <p>3.4 <u>MOU Work Group</u></p> <p>The group discussed preparation of meeting minutes. Comments will be submitted to Rachel August via e-mail (rachel.august@jacobs.com). August will forward comments to the appropriate individual for resolution. When finalized, August will forward the minutes to Snell for posting on the web site.</p> <p>The group decided that the due date for newsletter articles will be written on the agenda but not included as an action item.</p>	

Deering MOU USAED USAED Elconin	3.5	<u>USAED</u> See Interagency Action List.
	3.6	<u>USCG</u> Deering said USCG signed an MOU with FAA. Headquarters will not sign an MOU for the overall work due to concerns regarding commitment of resources to a timeframe which cannot be met. USCG deposited, spread, and aerated the contaminated soil from the dock pipeline area, per MIC direction. MIC took ownership of the 20 cubic yards of soil. Deering provided copies of the Kodiak Soil Management Plan. The MOU Work Group will review the plan and develop a plan for the Annette Island project. Deering said 31 batteries were removed from the pipeline area and disposed of—a \$2,500 action. The total cost of the pipeline project was approximately \$140,000. He distributed the battery project report, the transformer removal report, and the preliminary assessment scope of services. The MOU Work Group will review these reports and submit comments by 30 Jul 99. Action: Follow-up on 19 Oct 98 letter requesting information regarding prior releases at Tamgas Harbor. Review the USCG reports and provide comments by 30 Jul 99. Schedule meeting with agencies to determine which documents should be included in the information repository. Obtain copy of electronic deliverable guidelines for lab data; provide to Deering. Obtain closure from MIC for USAED tank sites.
	4.0	New Action Items/Issues
	4.1	<u>MOU Work Group Successes Celebration</u> The celebration was discussed during lunch. Beyette and others reviewed considerable successes achieved during the past year.
	4.2	<u>Sample C-3 Plan Backup</u> Elconin noted her physical address has changed; she will distribute her new address to the group.

	<p>Beyette said the C-3 Plan is currently no more than an executive summary. He is frequently asked specific questions about the project. He has compiled documentation to provide additional information regarding certain categories. Renk proposed updating the backup at the same time so the two correspond. The group agreed to update the C-3 Plan on 1 Dec 99.</p> <p>Beyette distributed a draft outline for the C-3 Plan backup and a proposed C-3 renumbering scheme for FAA sites.</p> <p>The group discussed the renumbering scheme. Beyette created an alphanumeric system that divides each site. For example, he divided Site 42 (the tank farm) into subsections 42A through 42I for the different locations or work. The references are listed numerically and cross-referenced to other sites for processes. A reference to regulatory issues will also be included. The group agreed to the following format for each site: site description, environmental issues, and regulatory issues, site history, published reports, environmental concerns, associated parties, planned actions, and other issues.</p> <p>The group agreed that when the C-3 Plan is updated in October, references will be reorganized in chronological order. Work on some sites can begin right away. The list can be deleted as it is completed, retaining the backup references in the web, stating where hard copies are filed (information repositories).</p> <p>Two copies of the C-3 backup will be given to MIC, and one copy to each of the agencies. The backup will also be posted on the web site.</p> <p>Deering distributed a document entitled "Section 01016 Electronic File Deliverables."</p> <p>The group agreed that each lead agency will take responsibility for its sites, approach the identified associated parties, and invite involvement from those parties. The lead agency has no regulatory authority to force the associated party to participate.</p> <p>4.3 <u>Risk Assessment Approach</u></p> <p>Rick Cook of the MIC Department of Fish & Wildlife joined the meeting.</p> <p>Renk asked about the proposal to take samples along the beach area near the Old Main Dock at Tamgas Harbor. He questioned whether FAA's preliminary list of species to sample is sufficient. Cook said they could review the list. Tidal or subtidal species make a difference. Renk also asked whether a permit is required to harvest samples; FAA needs help with the permit issue.</p>
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FAA requested that natural resources information be provided to Renk. Cook can provide the information, with the assistance of the other MIC biologist. FAA will prepare a letter requesting permission to harvest organisms and plants for study. The letter will be addressed and submitted to Mayor Gilmartin. Cook will respond to the letter, giving permission and providing a list of organisms to sample.

Dokoozian asked Cook if a four-wheeler or landing craft could be used on the beach for hospital site work to remove drums, contaminated soil, and debris. Cook does not foresee a problem but has concerns regarding the number of required trips. A landing craft would require fewer trips than a four-wheeler. USAED will write a letter to Mayor Gilmartin, with copies to Benson and Cook, requesting permission to use vehicles on the beach. The group also discussed using bridges for access but agreed that bridges would not be feasible.

Cook noted that salmon will be spawning in Colby Creek in about one month.

Beyette said one of the steps in the cleanup process is risk assessment. The FUDS process periodically requires risk assessment. He noted that even if a risk assessment results in low risk, the project may still be out of compliance with MIC standards. The group needs to identify the weak link in the cleanup process, as that may drive the whole process. The data from the beach area must be added to the model to determine how well it completes the model—another reason for getting EPA involvement.

In response to an inquiry from Benson, the group provided three reasons for a risk assessment: to show that cleanup standards are not sufficiently stringent, certain compounds are not addressed, or that no risk is present and the funding could be used to clean another site. Beyette said the group should review cost benefits of conducting a risk assessment versus cleaning up anyway.

Beyette said FAA performed a draft risk assessment for lead last year and submitted it to Ridolfi, who forwarded it to EPA; however, FAA received no response. Beyette requested a status of that review. Benson will research the matter and report to the group.

Beyette distributed a document entitled “Final MOU Relating to the Ketchikan Pulp Mill Site.” Beyette said FAA management staff are concerned because a process has not been established to help them review the different issues—such as who is the PRP—associated with a cleanup site. Therefore, FAA asked EPA for help with processes. The handout is what EPA offered as guidance to the MOU Work Group. This is a consent agreement (not a consent order) that outlines specific steps. Beyette believes the current MOU process should be sufficient, but EPA assistance may be required for a few sites.

	<p>4.4 <u>Ketchikan Pulp Mill/EPA MOU</u></p> <p>FAA requested a single point of contact. EPA does not have funding available to dedicate full-time staff; however, a signed agreement with EPA may open an avenue to provide supervision for the project. EPA requires total involvement or total exclusion. Presently, FAA and USAED are conducting a voluntary cleanup.</p> <p>Deering said USCG's consent order with EPA for Kodiak work is an effective mechanism to obtain funding. However, it came at the expense of eliminating nearly all environmental projects in Alaska. USCG has been reticent to sign a simple MOU with the MOU Work Group, and Deering does not think USCG management would sign an MOU like the one for Ketchikan.</p> <p>Renk said the current process seems to be working and suggested the group continue with it until an impasse is reached; at that point, the regulators can be asked to participate and apply their formulas. He said EPA will be involved in this process; therefore, the SPOC question is important. The work plan will have to be submitted to several people—staff responsible for PCBs, water quality, USTs, etc. This action will force decisions within EPA, and one branch may not agree with another. The project could indirectly force EPA to make decisions and reveal inconsistencies within EPA standards.</p> <p>Kevin Oates, EPA, has the impression that this process is working well. MIC could possibly use some assistance during the review phase.</p> <p>The group agreed that an MOU with the EPA is not the path to take. MOU needs an SPOC and/or a technical shepherd with EPA to coordinate or lead the individual EPA groups. Three options are available:</p> <ol style="list-style-type: none"> 1. Rick Albright 2. MIC's EPA contacts 3. Washington D.C. headquarters <p>Beyette will ask Bill Kansier of FAA to talk to EPA about an SPOC.</p> <p>4.5 <u>Web Site Procedures</u></p> <p>Beyette added this item to the agenda. The group discussed how to post the meeting minutes on the web site and agreed as follows:</p> <ol style="list-style-type: none"> 1. MOU Work Group: Conduct the meeting. 2. Jacobs: Record the meeting. Prepare draft minutes. Forward draft minutes to FAA. 3. FAA: Post draft minutes to web site. Send notice to MOU Work Group that the minutes are posted.
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MOU		<p>Askren has been involved with many TERO jobs, and recommended that a letter be sent to Benson regarding upcoming work; MIC will assist as necessary. The MOU Work Group will write a letter to MIC regarding the work planned for the next ten years and request exemption from TERO requirements (fees and procedures). The summer schedule will be included. Five copies will be sent to Benson by 28 Jul 99 for presentation to the Council.</p> <p>FAA will distribute their draft letter to use as a model and will not send a separate letter. Comments should be returned immediately to FAA. Several originals will be produced, each with a signature from different agencies. BIA will be included in the letter.</p> <p>Action:</p> <p>Each agency will consult respective legal department regarding posting draft meeting minutes to the web site.</p>
MOU		Organize C-3 references in chronological order by October 1999.
Renk		Prepare a letter to Mayor Gilmartin requesting permission to harvest organisms and plants for study.
MOU		Prepare a letter to MIC requesting exemption from TERO requirements, using FAA's draft letter as a model.
Renk		Send FAA's draft letter regarding TERO requirements to the MOU Work Group for use as a model for the group's letter to MIC.
Cook		Provide permission and a list of organisms in response to FAA's letter of request.
Elconin		Submit a letter to Mayor Gilmartin requesting permission to use vehicles on the beach at the hospital site.
Beyette		Ask Bill Kansier of FAA to talk to EPA about an SPOC.
Benson		Determine the status of the draft lead risk assessment that FAA submitted last year.
	5.0	<p>Schedules</p> <p>All agencies will have subcontractors onsite in September and should inquire regarding room rentals in the White Alice building. Paul Bryant, interim manager of MP&L, also manages White Alice. A few other places are also available for rent. The group discussed housing availability.</p>
	5.1	<p><u>BIA</u></p> <p>No BIA representative was present at this conference.</p>



	<p>5.2 <u>FAA</u></p> <p>Jean said the site preparation contract will begin 15 Aug 99 and run through 30 Oct 99. The release investigation contract period is 7 Sep 99 through mid-November. This schedule will be posted on the web site.</p> <p>5.3 <u>MIC</u></p> <p>Benson noted that MIC is sending a delegation to Washington D.C. in mid-September. Benson will be out of town from 7-9 Sep 99.</p> <p>5.4 <u>USAED</u></p> <p>Elconin said South Coast is mobilizing today and will begin moving dirt in the quarry on 22 Jul 99 and will start pulling drums by 31 Jul 99, continuing for six weeks.</p> <p>5.5 <u>USCG</u></p> <p>Deering said USCG will award the CH2M Hill contract by 15 Aug 99. Field work will begin by 1 Sep 99 and be completed in three to four days. Deering said USCG will combine as much CH2M Hill work with FAA as possible to avoid duplication. Work at the sites this year will justify funding for next year.</p> <p>Action:</p> <p>None.</p>
MOU Work Group	<p>6.0 C-3 Plan Revision</p> <p>Due to various schedule conflicts, the group agreed to update the C-3 Plan on 1 Dec 99. The backup information will be compiled by that date.</p> <p>Action:</p> <p>Prepare backup information for the C-3 plan. (Combined with earlier C-3 action item on the Interagency Action List.)</p>
MOU Work Group	<p>7.0 Newsletter Articles</p> <p>Articles are due to Benson on the Wednesday before the third Friday of each month. September articles are due to Benson by 18 Aug 99. These due dates will no longer be added to the Action List.</p> <p>Action:</p> <p>Submit articles to Benson by 18 Aug 99.</p>



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Jacobs	8.0	Teleconference Schedule and Next MOU Work Group Meeting The next teleconference is scheduled for Tuesday, 3 Aug 99, at 1:30 pm (Alaska). The next MOU Work Group meeting is scheduled for Wednesday, 15 Sep 99 at Metlakatla. USCG will provide the soil management plan for discussion. Action: Email the agenda to participants on 2 Aug 99.
		Teleconference adjourned at 5:40 pm (Alaska).